

City of Williamsburg

Facility name: Public Works and
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 2/6/2007	EMS 2/6/2007	DGC 4/19/2007	DGC 4/19/2007

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Revision no.

4.4.63 Environmental Management Procedure

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Persons responsible:

Areas of application:

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1.0 Purpose

- 1.1 The purpose of this procedure is to ensure contractors and all city personnel are in compliance with all environmental regulations, policies and procedures of the City of Williamsburg, Department of Public Works and Utilities Shop Complex prior to any work performed or service rendered.

2.0 Scope

- 2.1 This procedure is responsive to ISO 14001-1996 standard, Section 4.4.6, Operational Control and covers operations of the City of Williamsburg, Department of Public Works and Utilities Shop Complex and their respective suppliers, contractors and all city personnel.

3.0 Responsibilities

- 3.1 Division Superintendent
 - 3.1.1 Will ensure that all projects requiring on-site services have had a review conducted by an EMS Team member for environmental aspects that may affect the City of Williamsburg, Department of Public Works and Utilities Shop Complex.
- 3.2 EMS Team Members
 - 3.2.1 Will determine upon review, if the proposed services require the use of the Environmental Checklist 4.4.63 -1FB
 - 3.2.2 Upon completion of the Environmental Checklist, if the need is determined the EMS Team member and the party rendering the purposed service will complete Environmental Activities Statement.

4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001-1996 related definitions

5.0 Process

- 5.1 Two Environmental Activity Briefing Packages, including Environmental Checklist, will be provided prior to proposal of services, activities and work for further information and guidance.
 - 5.1.1 A signed copy of the Environmental Activity Briefing Package, including Environmental Checklist, will be returned to the EMS Team at time of bid closing. If no bid is required the Environmental Activity Briefing Package, including Environmental Checklist, will be returned prior to work commencing.
- 5.2 The EMS Team will review the submitted Environmental Checklist to ensure that all relevant environmental aspects have been identified.
- 5.3 If the EMS Team determines that the services, activities, or work do not present a risk of causing an environmental impact, the EMS Team will approve the Environmental Checklist and no further action will be required.

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- 5.3.1 The original Environmental Checklist will be maintained on file in the EMS Files and a copy will be provided to the Division Superintendent.
- 5.3.2 An approved Environmental Checklist will allow services, activities, or work to proceed without requiring an Environmental Activity Statement.
- 5.4 If the completed Environmental Checklist identifies environmental impacts, the EMS Team member will coordinate the completion of an Activities Statement with parties rendering proposed services.
- 5.5 The Environmental Activity Statement must be completed and returned to the EMS Team prior to work commencing.
- 5.6 The EMS Team will review the completed Environmental Activity Statement to determine if all the environmental aspects have been addressed and if all standards set by the City of Williamsburg Department of Public Works and Utilities EMS have been fulfilled.
 - 5.6.1 If the submitted document is inadequate, the EMS Team will contact the party rendering services, activities, or work to request a more complete Environmental Activity Statement.
- 5.7 Once the Environmental Activity Statement has been reviewed and approved, a copy will be forwarded to the Division Superintendent and the parties rendering services, activities, or work. The original will be maintained in the EMS Files.
 - 5.7.1 An approved Environmental Activity Statement will allow the services activities or work to proceed.

6.0 References/Related documents

- 6.1 4.4.63-1FB Environmental Activity Breifing Package
- 6.2 4.4.63-2FB Environmental Checklist
- 6.3 4.4.63-3FB Environmental Activity Statement